Montana Shared Catalog
Spring 2017 Members Meeting
Carroll College - Helena, MT
May 3, 2017

Kelly Reisig, Sidney-Richland County Library and meeting chair, called the meeting to order at 10:20 a.m.

Welcome to the new libraries:
- Yellowstone Christian college
- Big Sandy schools
- Livingston elementary schools (pending)

Executive Board was introduced.

ACTION ITEM: Approval of Fall 2016 Minutes
Diane Anderson, Missoula County Public Schools, requested an amendment to the Fall minutes. "Mark Wetherington and Kelly Reisig conducted the roll call of members." Change spelling to: "Mark Wetherington and Kelly Reisig conducted the roll call of members." Marilyn Trosper, North Lake County Public Library, moved to approve minutes as amended. Joey Kositzky, Whitefish Public Library, seconded. Motion carried.

Executive Board Work Plan Presentation
Diane Anderson, Missoula County Public Schools, and Wendy Campbell, Darby Community Public Library, explained that the work plan is a documentation of tasks and MSC-related projects of the executive board and member libraries. It is meant to be shared. The work plan can be found on the MSC committee page online http://docs.msl.mt.gov/pdfs/SharedCatalog/MSCExecWorkplan2017.pdf

To include your project on the work plan:

1. Send a request to a board member
2. You will get a link to a form
3. Complete it and hit submit

Report on Cataloging Survey
Jodie Moore, Red Lodge Carnegie Library, reported on the cataloging survey conducted in October 2016. Survey response was representative of the MSC membership. Some stats include:

- 54% of respondents do all the cataloging at their library.
- 53% reported in person training in the last year. 45% did not
- Standard Cataloging Procedures –
  - 93% are aware of them, 7% are not aware
  - 41% always use SCP
  - 85% would like quick cheat sheets
  - 60% want more screenshots
- Enterprise –
  - 68% feel comfortable using enterprise
  - 13% did not know what is meant by Enterprise OPAC
  - 46% had positive feelings about Enterprise

- Copy Cataloging
  - 94% feel comfortable attaching an item to a record
  - 68% check to make sure imported records adhere to SCP
- Original cataloging
  - 73% would not feel comfortable creating an original record
  - 21% do create original MARC records
- Record enhancements
  - 16% are comfortable adding enhancements
  - 90% like enhancements
- Hyperlinks - 19% indicate that their library had records with hyperlinks. This number is low because all MTLib2Go records have hyperlinks.
- Vendor Records
  - 7% responded that they purchase records
  - 83% never will
  - 4% will soon
  - Overdrive records are vendor records, so many libraries already have vendor records.
  - Do not be afraid of vendor records. Expect this to increase. Records must be vetted with vendor.
- Members find cataloging help from MSC staff, mentors, SCP and co-workers
- Jodie stated that upcoming focus will be training, SCP updates and review of cataloging mentor program

Ad Hoc Committee for Cooperative Cataloging
Kathy Robins, Billings Public Library, presented the final report of the Ad Hoc Cooperative Cataloging Committee. She related the origins, process, goals, action steps, issues, proposals to Executive Board, results and future direction. A full report is included in the meeting materials. Libraries can expect:

- MSC will continue to offer cataloging training
- Mindfulness: Executive Board will regularly remind libraries about effective cataloging. Libraries make full-faith effort in training and to adhere to the SCP
- CMC and Executive Board to look for cooperative ways to improve the mentor program

CMC Update
 Stephan Licitra, State Law Library, reported that the projects that the CMC completed are:

- Review of Fall 2016 survey results
- Review ad hoc committee report
- Updated the Standard Cataloging Procedures
- Provided leadership for Winter webinar series
- Welcomed 2 new members to the CMC – Lyndy Parke, Missoula Public Library, and Jennifer Hossack, Washington Middle School Library – Missoula

Upcoming projects are:
- Bylaws review
- Catalog cleanup
- SCP updates

- Develop record audits procedure
- Training materials/webinars
- Enhance the cataloging mentor program
- Committee recruitment

MSC survey results serve as a baseline of information for CMC to be able to measure progress. "Winter Webinars" are recorded and on the MSL Trainer Vimeo channel. The first webinar is here: https://vimeo.com/198074589

Vendor records can be improved by what criteria you set up with the vendor. Pre-Processed materials are already labeled, barcoded, and wrapped. This is increasing in practice. Use the SCP as a guide for the quality of records when working with vendors. Contact MSC for advice. Make sure to give extra time to implement.

More digital content is being added to the catalog, requiring hyperlinks. These can become broken over time, necessitating edits to the record.

SCP updates - Several sections were updated and a section on RDA descriptors added in March 2017.

CMC recommends that the "Executive Board of the Montana Shared Catalog develop clear policies and procedures to identify and address significant, recurring, issues of noncompliance to governing doctrines of the consortium, by member libraries."

Diane Anderson voiced support for the robust work of the CMC.

System Updates – reported by Jessie Goodwin
- MSC received the Community Connector Award from SirsiDynix because of the work done by the Partners Sharing Group.
- eLibrary is discontinuing on July 1, 2017, for a savings of $3,600.
- Shoutbomb – There will be a price increase in January 2018. This will be on the FY19 budget. Large Libraries will be $402 annually, small libraries will be $40.20 annually.
- Help desk process has been streamlined. Tickets are triaged. Emergency contact info is on the website under "Contact Us".
  http://libraries.msl.mt.gov/statewide_projects/montana_shared_catalog/contact_us.aspx
  Work is scheduled based on time to complete, workload and staff availability. MSC staff supports approximately 100 library staff per FTE. Replies should come to your email within 48 hours of submission. Make sure library staff are aware of who is authorized to submit a ticket.
- WorkFlows update 3.5.2 SP1 and Enterprise 4.5.1 update are coming soon. Patron self-editing functionality is improved in the new version of Enterprise. WorkFlows upgrade will be put on development server on May 5 for testing.
- Products that interface with the ILS: Contact MSC first so they can verify compatibility. It can take a few weeks to get things set up. MSC is currently compiling a list of products that we know will work with our ILS.

MSC Executive Board elections
Kelly Reisig announced election results. Congratulations to the 5 newly-elected board members who are beginning a 2-year term:

- Sean Anderson, ImagineIf Libraries
- Wendy Campbell, Darby Community Public Library (2nd term)
- Becky Krantz, Big Sky High School
- Anita Scheetz, James E. Shanley Tribal Library, Fort Peck Community College
- Gavin Woltjer, Billings Public Library

FY2018 Budget presentation
Jessie Goodwin reported that cash on hand on May 1 was $69,076.50 with an estimate $33,000 by the end of June. This is within the State Central Services recommendation for reserves.

Tracy Cook presented an overview on State and Federal funding. Some staff members' salary and other budget items are paid out of State and Federal funds. Budget situation is uncertain.

- Federal – LSTA funds are used for salaries and adding new MSC libraries. A 20% cut is proposed. There is a chance to get the 20% back with a vote that will happen in the next few weeks. Next budget recommends elimination of IMLS.
- State – Current budget proposal predicts a significant reduction in revenues. State aid per capita is dependent on if revenue triggers are hit. We will know more by mid-August.   Funds from Coal severance tax saw a slight increase.
- Senate Bill 261 will have a major impact on the MSL budget. A 5% cut was expected. However, SB261 states that certain revenue levels must be hit for state agencies to be fully funded. A $660,000 cut is the worst-case scenario. If that happens, we may renegotiate the contract with SirsiDynix.
- MSL senior management team will meet at the end of May to plan for cuts, should they happen.
- Libby Wolff, PLUK library wanted to know what the timeline is to know what level of cut? Mid-August.

Cost Sharing Formula – presented by Mark Wetherington, Bitterroot Public Library
For the last year, the MSC Executive Board examined the cost share formula because some libraries voiced concern over increases in their costs. The patron break stands out as a determinant of cost increase. The current formula has been in place for 15 years and has been somewhat stable. The big increase last year was the result of vacancy savings being used up. The Board had lengthy discussions with many different models reviewed. This study helped inform the Board about the facets of the cost share formula, possibilities considering budget uncertainty and possible shortfalls. The MSC consortium provides a significant cost savings to individual libraries compared to going out to SirsiDynix independently. No recommendations for change were made by the Board. Diane Anderson, Missoula County Public Schools, reported that we have a baseline in this cost share formula and we should pass on that information to new leaders in libraries. Jessie Goodwin commented that the formula is unique among SirsiDynix consortia and ensures that small libraries are not priced out of the MSC.

Action Item: Vote on SaaS
Jessie Goodwin reported that the Board voted unanimously to recommend Software as a Service (SaaS) over managing our own server at the Montana State Data Center. The latest quote from SirsiDynix for SaaS is down 50% from the last time we requested a quote. With SaaS, there will no longer be a 2-hour outage every night. MSC staff access to the server will remain the same. We will have priority support from SD. We will need to sign a new 5-year contract, but there is no change to anything in the contact.

Recommendations from other consortia about SaaS were positive. The cost comparison between owning our own server vs SaaS with SD:

- Our server: $117,543
- SaaS: $63,900
- MSL will cover the cost of migration to SaaS.

The operating system we use (AIX) will not be supported any more. This will need to change either way we go. If we keep our server, we will no longer have free space at the State Data Center and we don't have any idea of how much that will rise over time. Mike Price has been managing many aspects of server maintenance. He is planning to retire this year. His position is LSTA funded and the possibility remains that the position will not be funded in the new budget. Mike's recommendation is to move to SaaS. Jessie is working with SD project manager to figure out a timeline this year.

Downsides of SaaS: Some offline time (3-5 days) during the migration. There will be no cataloging during that time. IP addresses for connecting WorkFlows, SIP, and authentication to the server will change. If a roll back is required due to an error, we will be charged for this work by SD. We have 20 hours of Platinum service hours to help pay for that should it occur.

Heidi Sue Adams, Kalispell Regional Med Center asked: Will using SaaS free up MSC personnel costs to pay for another staff member? Answer: No, because time savings will be in Mike Price's position and MSC does not pay for those costs.

Kim Crowley, ImagineIf Libraries asked if we will have a physical test server at the State Data center. Answer: No. the test server will be at SD.

Nancy Freburg, Petroleum County School-Community Library, asked how SaaS is different from what we currently have. Answer: Everything will be on a server at SD, not at the Mt State Data Center. IP addresses to connect will change.

Jessie Goodwin said that SD agrees to work with us in advance to schedule downtime during the migration.

Diane Anderson asked if the move to SaaS will position us for a better BCA circulation experience.

Jessie Goodwin mentioned that the migration to SaaS will include a cleanup of old, unused reports WorkFlows.

Vote: A motion was placed by Rachel Rawn, Havre-Hill Public Library to move to SaaS. Stephan Licitra, State Law Library, seconded. No further discussion. Motion carried.

Action Item: Vote on 1 in-person and 1 online meeting per year
Roberta Gebhardt reported that the Board looked at ways to cut costs. One idea was to change from having 2 in-person meetings per year to holding one of them online. MSC pays $2,600 to host an in-person meeting. In addition, each library has associated costs when travelling to the meeting. GoToMeeting or GoToTraining is just as expensive if we pay for each library to have its own online seat. A possibility is to have 20 sites distributed throughout the state to which libraries can travel and have the meeting held virtually. Article 4 Section 4 of the Bylaws states: "Business of the MSC will be conducted through a meeting of the Member Libraries. This meeting may be by assembly or electronic."

Discussion: Hannah Nash, Miles City Public Library, reported that the online experience for today's meeting for the group meeting in Miles City is working well.

Kim Crowley, ImagineIf, asked about the bylaws regarding voting online. Answer: Article 6 Section 5 of the bylaws already indicates acceptance of online voting "… a 75% majority of the membership present at the meeting or voting electronically will carry the motion. "

A question was asked about how to determine if a quorum is present. Answer: Article 6 Section 2 states "For a duly called Members Council meeting, those members attending the meeting in person or electronically will constitute a quorum."

Kim Crowley, ImagineIf, asked for a point of clarification: Will the fall 2017 meeting be online? Do we need to be that specific? Answer: Kelly Reisig stated that a vote for meeting electronically once a year would allow us the option of having the online meeting in Fall 2017.

Della Haverland, Stillwater County Library, asked if the fall meeting is online, will the spring in-person meeting be required? If in-person is not required, why not go to all online? Answer: Jessie Goodwin stated that the bylaws state that each library is required to attend. However, the growing popularity of online attendance provides a motivation for change.

Kim Crowley, ImagineIf commented that the suggestion for change does not state if the online meeting is in the spring or fall. That is good for flexibility.

Libby Wolff, PLUK Library, asked if there could be a cost savings if we do not provide an online option for the in-person meetings. Answer: Jessie Goodwin reported that our subscription for GoToTraining is annual, so there would not be a difference in cost.

Onya Winhofer, Richey Public Schools, asked if the spring meeting will have online access. Answer: Yes.

Hannah Nash, Miles City Public Library, relayed that the spring meeting needs a proxy option for teachers. Answer: The proxy voting option has been eliminated in the bylaws.

Sue Sillick, Montana Department of Transportation – An online meeting in distributed locations could results in more people attending and more costs for food in that location.

Becky Krantz, Big Sky High School, suggested that we vote on bylaws changes before voting on this issue. She said that $2600 is very reasonable for the in-person meeting. Libraries would still have travel costs for the online meeting.

Diane Elliot, Summit Prep School, asked if we need to follow open meeting laws with an online meeting. Answer: Jessie Goodwin responded that yes, we would follow them as we do now. Meeting would be announced and materials available online.

Diane Van Gordon, Baker Middle/High School, commented that the time and cost to travel to a closer location is very different than travelling to Helena.

Wendy Campbell, Darby Community Library, said that we need more discussion on this issue this fall.

Action: Table discussion to vote on ByLaws change. Wendy Campbell moved to table this discussion and vote on the bylaws change. Jodie Oberweiser, Drummond School and Community Library, seconded. More discussion.

Amy Marchwick commented on technical issues with online meetings. Today's meeting started late because of technical issues. MSC has many online meetings and the technology works better when everyone is online and there is no requirement to have audio for in-person attendance.

Teresa Fenger, Liberty County Library suggested coordinating the MSC members meeting with the Federation meeting.

Hannah Nash, Miles City Public Library, stated that Miles City would like action on this issue instead of tabling because of planning and budget implications.

Vote taken. Motion passed to table the discussion.

Action: Bylaws change proposal: Change Article 6 Section 1 to "The MSC Members Council shall meet in assembly <u>or electronically</u> at least twice a year, approximately early May and fall of each calendar year."

Kim Crowley, ImagineIf, moved to change Article 6 of the bylaws as presented. Deb Westrom, Hellgate Intermediate School, seconded. Motion carried.

Meeting in Fall of 2017 will remain in-person with some online availability.

Action: Budget and cost sharing for SaaS and 2 in-person meetings for FY18
Because the Fall meeting will remain in-person, the appropriate budget will be for 2 in-person meetings. Rachel Rawn, Havre-Hill, moved to approve the SaaS and 2-in-person meetings budget for FY18. Stephen Licitra, State Law Library, seconded. Motion carried.

Action: Untabling previous discussion - Kim Crowley moved to untable the discussion of a 1-in-person meeting and 1 online-only meeting. Someone seconded. Motion carried.

Kim Crowley, ImagineIf, suggested moving to an online meeting this fall if the membership is interested. After more discussion, Kim Crowley moved that we have an online-only meeting this fall. Rachel Rawn, Havre Hill, seconded.

More discussion. Della Haverland, Stillwater County Library, asked where the 20 locations will be. Jessie Goodwin said that it would be in the location of Board Members and based on logistical considerations for technology, meeting room with a screen, microphone, space enough to host people. Hannah Nash, Miles City Public Library relayed that the Federation headquarter was suggested as a location. Jodie Smiley, Jefferson County Library voiced concern that collaboration will suffer with the elimination of the 2nd in-person meeting. Debbie Wellman, Chouteau County Library, said we have fewer opportunities to interact. An example is that the Fall Workshops are no longer happening. Meeting with others is important and will impact quality of service. Hannah Nash, Miles City Public Library asked if meeting in Helena is still an option if people want to get together. Jessie Goodwin said yes, the meeting would be in the Grizzly Room. Kelly Reisig stated that training would not be available if the meeting was online. Rachel Rawn, Havre-Hill, said that she is in favor of in-person, but we should try the online option.

Kelly Reisig called for vote. Motion carried by majority.

Action: Budget change vote
Kim Crowley, ImagineIf, moved to amend the budget to reflect having 1 in-person meeting and 1 online meeting. Stacy Moore, Fallon County, seconded. Motion carried.

Courier project and OCLC group services information – reported by Cara Orban
There are 16,000 items per month in 54 locations circulating through the courier. Eighteen drop-sites are on the western side of the state. LSTA funds of $6,000 went into the contract while libraries paid $74,000. At the spring 2016 meeting, the membership voted to fund a pilot project to expand resource sharing opportunities to libraries outside the courier route. Libraries did not sign up indicating that the funding assistance incentive is not sufficient to entice libraries. Funds collected through the pilot ($1,450) have not been spent.

Talked with 21 libraries: average 8 hours per week on courier work and 8 hours on ILL – Mail ILL averages $1,250 yearly with the range being $100-$4,000. Timely delivery is the most important reason libraries chose for mailing. The eastern side of the state has a long wait time; sometimes a month.

There are concerns about the reliability of volunteers in the hub, timeliness of delivery, low volume for some libraries does not justify costs. Will gather more data to suggest a more reliable delivery option. GOAL: RFI responses by Fall meeting.

The OCLC Group Services contract is up for renewal in the next couple of weeks. Costs are stable.

Open enrollment for FY18 OCLC Group Services begins on May 15.

Because eLibrary is going away, be attentive to WorldCat links. If they point to eLibrary, they should be changed to Enterprise. Let Cara know if you have links that should be changed.

Cara brought 35 eclipse glasses for each public library.

Gale expressed interest in competing with EBSCO databases. Auto repair quote is expected this week.

Training updates – reported by Bobbie deMontigny
There have been 227 views of the winter webinar sessions. Training has been done at the various MSL workshops and MLA. Will have training on 5/4/17 at the State Library. This summer will train in Enterprise, BCA, Shoutbomb, and WorkFlows. Schedule:

- July 10 – Great Falls Public Library for regional training
- July 11 – Glasgow
- July 12 - Glendive
- July 14 – Montana State Library
- This fall at new MSC libraries.

Technical Services and Statistics updates – reported by Jemma Hazen
The Public Library FY17 stats will be pre-loaded in the directory again. Expect them to appear in mid-July. MtLib2Go included. ILL numbers for sharing groups will be done by checkout station this year. The numbers we get from BCA are equivalent to WorkFlows. Director's Station has different stats. If you have questions, let Jemma know. For Circulation stats, it is important to look at Item Cat 1 instead of Item type. Check to make sure everything is complete for Item Cat 1 in your collection. If Item Cat 1 is NOPOLICY, this is considered BOOKS. For registered borrowers, the directory will have it listed based on the user profile. This can be confusing for school/community libraries and branches if students are double-counted. MSC will exclude system users

The state of the catalog – There were 985,024 bibliographic records as of May 1. What is a good record? It meets MSC standards according to the Standard Cataloging Procedures. How many are good? 93% - Bad? 5%. Bad records lack a control number. Most of those have been migrated in to the catalog. When a record does not attach to another bib record, it is marked for review. The owning library can look at those to clean them up.

Training Opportunities – "Supercataloger" training will begin in early June and will be online. It is intense training and be 3 hours online. It will include taking a deep look at MARC records. This training is for those who have watched the winter webinars. There will not be a lot of review. Participants must feel proficient in the winter webinars. Training will be recorded.

Email Jemma if you want to be added to the tech services google group.

BLUECloud products – There is no cost to member libraries for these products. BCA products are included in our SD pricing.

BLUECloud cataloging is currently being tested. BLUECloud Cataloging is a quality MARC editor. There is drag and drop functionality for MARC fields. It is more user friendly than WorkFlows cataloging. There is granular access for different types of staff users. There are some barriers to implementation, as it is not consortia-ready. For example, there are no customized policy lists for drop-downs. SmartPort has some consortia bugs. Product does not support holding codes or bibloads yet.

BLUECloud Acquisitions will be available in 2018 and will be used for bib record editing at the beginning. It is designed with consortia in mind and allows for pooled funds between libraries for joint purchasing. The barriers are that it is a completely new architecture and will require a migration of all libraries to move from WF Acquisitions. There is no support of holding codes, no EDI until 2018, no bibloads.

Will need to wait for these to be consortia ready. A completely new back-end will need to be configured. These products give us an opportunity to reimagine processes for best use of new features.

Patron checkout history – reported by Amy Marchwick
Charge history is here and available for roll-out when libraries ask for it. It is opt-in for libraries and for patrons. Contact MSC to turn it on for your library. Opt-in libraries can turn it on for individual patrons through WF or patrons can turn it on for themselves through Enterprise. If a patron turns on the checkout history, only checkouts from that point forward will be included on the history. It is not eternal. Initial estimate is that history will be saved for 2 years. This is dependent on storage space. Amy will create Vimeo on how to turn it on. History is connected to the item. When the item is deleted from the catalog, all checkout histories are deleted with it. Each library should develop policies to deal with patron education about the ramifications of a checkout history.

Public Comments, Announcements
Diane Anderson announced that input from MSL and individual libraries to the state legislature was very important. Thank you to Representative Garner for his support of libraries.

Jessie Goodwin reported that Marie Habener from Dillon and Patty Jones from ImagineIf retired.

The Executive Board will meet after the Members Meeting.

Rachel Rawn, Havre-Hill, moved to adjourn. Gavin Woltjer, Billings Public, seconded. Motion carried.

Adjourned at 4:07 pm.

Submitted by,
Kathy Robins, Billings Public Library

Addendum:

May 3, 2017 4:15 pm

The Executive Board met briefly to discuss plans for the Board retreat this summer. It will be in Missoula in July. Topics will include:

- Choose chair
- Plan fall members meeting agenda
- Workplan review
- CMC bylaws

Jessie Goodwin will send a doodle for the following dates: July 11-12-13 and July 18-19-20

Adjourned at 4:30 pm.

Addendum submitted by Kathy Robins, Billings Public Library